

AQUATIC PROGRAM SPECIALIST

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

JOB OBJECTIVES

To lead, oversee and participate in the more complex and difficult work of lifeguard staff; to observe and supervise the activities of patrons in the pool and surrounding area; to protect life, prevent accidents and enforce pool regulations; to rescue swimmers in emergency situations and provide emergency medical treatment; to teach swimming lessons, water aerobics and other classes as assigned; to assist in the maintenance of facilities and equipment; assist in scheduling of lifeguard staff; provide staff support for rental groups; assure facility compliance of all State of Oregon Rules and Regulations; and to perform a variety of tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from higher level management or supervisory staff.

ESSENTIAL JOB FUNCTIONS

The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here.

1. Lead, plan, train, schedule and review the work of staff responsible for performing lifeguard duties.
2. Observe and supervise activities of swimmers in the pool and the surrounding area; enforce applicable pool rules and regulations.
3. Rescue persons in distress or in danger of drowning; provide emergency response as necessary including first aid and CPR.
4. Teach swimming lessons, water aerobics and other classes as assigned.
5. Lead, plan, assign and participate in facilities clean-up and maintenance; clean pool deck, locker rooms and rest rooms; have knowledge of all mechanical systems with the ability to evaluate and diagnose mechanical problems.
6. Perform routine administrative duties including answering phones; maintain accurate records.
7. Respond to questions and inquiries from the public regarding pool regulations, use of facilities and various aquatic programs offered; respond to questions regarding Park and Recreation facilities and operations.
8. Perform cash register duties; receive daily admissions and registration fees; account for daily receipts.
9. Open and close pool and related facilities; knowledge of all chemical requirements set by the State of Oregon; set alarms.
10. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
11. Perform related duties and responsibilities as required.
12. Ability to work evenings and weekends required.

QUALIFICATIONS

CITY OF FOREST GROVE
Lead Lifeguard (Continued)

Knowledge of:

Operations, services and activities of a lifeguard program and Swimming Instruction Program.
Principles of lead supervision and training.
Principles and practices of swimming, life guarding and water safety.
Methods and techniques of first aid and CPR.
Intermediate operations, services and activities of a public swimming facility including water chemistry and maintenance functions.
Principles and practices of public relations.
Appropriate safety precautions and procedures within the area of assignment.
Pertinent Federal, State and local codes, laws and regulations.

Ability to:

Lead, organize, train, schedule and review the work of staff in the area of work assigned.
Perform the full range of lifeguarding, Swimming Instruction duties and water rescues.
Enforce applicable rules and regulations of the City pool.
Swim with endurance and proficiency at a level necessary to perform assigned duties.
Respond to emergency situations and administer first aid and CPR as necessary.
Respond to requests and inquiries from the general public.
Communicate clearly and concisely, both orally and in writing.
Understand and carry out oral and written instructions.
Establish and maintain effective relationships with those contacted in the course of work.

Education and Experience Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Equivalent to the completion of the twelfth grade supplemented by specialized training in lifeguarding, water safety or a related field.

Experience:

One year of Lead Lifeguarding experience; two years preferred.

License or Certificate

Possession of an appropriate, valid CPR for the Professional Rescuer certification.
Possession of an appropriate, valid first aid certification.
Possession of an appropriate, valid Lifeguard certification.
Ability to earn within 1 year Lifeguard Instructor certification.
Ability to earn within 1 year Aquatic Facility Operator or Certified Pool Operator certification.
Possession of an appropriate valid Water Safety Instructors certification preferred.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

Environment: Incumbents are required to work at a public pool and are exposed to inclement weather conditions; work in water.

CITY OF FOREST GROVE
Lead Lifeguard (*Continued*)

Mobility: Incumbents are required to perform emergency life saving functions and water rescues which include swimming; administer first aid or CPR.

Vision: Visual acuity (which may be corrected) sufficient to distinguish objects at a distance; to read printed documents and computer screens.